

**MINUTES OF SILICON VALLEY CLEAN WATER
REGULAR MEETING – MAY 11, 2017**

ITEM 1

CALL TO ORDER

The meeting was called to order at 4:06 p.m.

ITEM 2

ROLL CALL - Commissioners Duly Appointed by Each Agency

Mayor John Seybert, Redwood City – Chair

Board Member George S. Otte, P.E., West Bay Sanitary District

Mayor Robert Grassilli, San Carlos – Secretary

Absent: Council Member Warren Lieberman, PhD., Belmont– Vice Chair

Staff, Consultants and Visitors Present

Christine C. Fitzgerald, SVCW Legal Counsel

Daniel T. Child, SVCW Manager

Teresa Herrera, SVCW Assistant Manager/Authority Engineer

Linda Bruemmer, SVCW Administrative Services Director

Monte Hamamoto, SVCW Wastewater Superintendent

Kim Hackett, SVCW Engineering Director

Bill Bryan, SVCW Senior Engineer

Eric Hansen, SVCW Senior Engineer

Cindy Hui, SVCW Financial Analyst

Ilana Schmidt, SVCW Administrative Assistant

Robert Huffstutler, SVCW Operations Director

Derek Rampone, City of Redwood City

Mark Minkowski, Kennedy/Jenks Consultants

Matthew Cox, Wells Fargo Insurance

Roanne Ross, West Yost Associates

ITEM 3

PLEDGE OF ALLEGIANCE

Mr. Grassilli led those attending the meeting in the recital of the Pledge of Allegiance.

ITEM 4

PUBLIC COMMENT

There was no Public Comment.

ITEM 5A
SAFETY MOMENT

Mr. Child shared an article on Springtime allergies and tips to alleviate common symptoms.

ITEM 5B
MANAGER'S REPORT

Letter of Interest for WIFIA: Mr. Child shared with the Commission that the USEPA received forty-three (43) applications nationwide and have about six billion dollars of demand with only two and a half billion dollars of available funds. Staff is optimistic about the SVCW submittal and will keep the Commission informed on any updates.

Accounting Software: Mr. Child announced that after several months of evaluating Accounting and Work Order Management software, SVCW has chosen to proceed with the proposal provided by Cogsdale to replace the current system that no longer meets the Agency's needs. Mr. Anderson will bring forth a recommendation and request for approval to the Commission in the next couple of months.

PG&E Energy Grant: Mr. Child was pleased to share SVCW has been selected by PG&E to receive an energy grant for One Million Dollars going towards the energy conservation program and purchase of a battery system to shave the peak power demand.

379 Greendale Update: Mr. Child said work has progressed now that the rain has subsided and anticipates approximately 4-6 weeks until completion.

ITEM 5C
FINANCIAL REPORTS

Mr. Seybert asked if there were any questions on the Financial Report. There were none.

ITEM 5E
PROGRESSIVE DESIGN-BUILD SELECTION CRITERIA

Ms. Herrera provided a brief update on Design-Build activities with two projects, the Gravity Pipeline (Tunnel) Project and the Front of Plant Project. Ms. Herrera said the Agency is currently in the process of procuring Design-Build teams.

Once teams are selected, the Design-Build will begin for the projects. Under the procurement phase, SVCW is at the qualification step. On April 17th, the Gravity Pipeline Request for Qualifications (RFQ) was issued and on April 18th, the Front of Plant RFQ was issued using e-Bid Board as a platform. SVCW is scheduled to receive the Statement of Qualifications on May 16th for Gravity Pipeline Project and May 23rd for the Front of Plant Project.

Once received the information will be reviewed, references will be checked, interviews will be held, and a shortlist of three respondents will be selected for each project to move into the proposal step. During the proposal step, SVCW will issue the Request for Proposals (RFP's) to the three shortlisted Statement of Qualifications (SOQ) respondents. Following, the teams will submit their proposals, references will again be checked, site visits to referenced projects will occur, interviews with the three shortlisted firms will be held and finally, the selection panel will select the Design-Build entity for each project. From there, the contract(s) will be negotiated and brought to the Commission for approval. The planned schedule for this process is to bring the recommendations to the Commission in October 2017.

Commissioner Grassilli asked if the Agency anticipates a large response and Ms. Herrera replied with yes. She added they've had two outreach meetings with the first one having over sixty attendees (representing about 30 general and subcontracting companies) and the second having over forty attendees (about 25 companies). SVCW staff is expecting about 4 to 7 proposals for the Gravity Pipeline Project and about 4 to 6 companies proposing for the Front of the Plant Project.

Ms. Herrera continued to explain Design-Build as a two-stage process, pre-construction and construction. During preconstruction, design will be taken from where it is today (about ten percent) to between fifty to seventy percent design. At this point the firm(s) will be asked to develop a cost for the project(s) and, if acceptable, SVCW will enter into contracts to complete the second phase construction of the projects.

Ms. Herrera anticipates the Stage One preconstruction services work to be completed in time for construction to commence in Summer 2018. Ms. Herrera added that these criteria are outlined in the RFQ and is the basis upon which the entities are being scored. Ms. Herrera emphasized the importance of interviews because often companies have staff who professionally compose proposals and since SVCW will be working with these firms for the next four or five years, it's important to ensure the onsite field people themselves come and interact with Authority staff on a personal/work level.

Commissioner Grassilli inquired about the possibility of these firms bringing in a staff member who is skilled in interviews and Ms. Herrera replied that the people being interviewed are required to be the actual people proposed to do the actual project work for the duration of the project.

Commissioner Seybert asked what the process is for an entity who wants to protest if not selected as one of the top three RFQ respondents? Ms. Herrera replied there is an official process outlined in the RFQ addressing the dispute process.

ITEM 6
MATTERS OF COMMISSION MEMBER'S INTEREST

Commissioner Seybert confirmed the date and time for June's meeting in order to eliminate confusion related to discussions held to change future meeting times. The next

Commission Meeting is scheduled to be held on June 8, 2017 at 4:00 p.m. Commission meetings will move to 8:00 a.m. beginning July 13, 2017.

ITEM 7

CONSIDERATION OF MOTION APPROVING CONSENT CALENDAR

Motion/Second: Mr. Grassilli / Mr. Otte

The motion carried by unanimous roll call vote.

ITEM 8A

CONSIDERATION OF RESOLUTION MAKING DETERMINATIONS IN SUPPORT OF AN OWNER CONTROLLED INSURANCE PROGRAM AND APPROVING AGREEMENT FOR ADMINISTRATION OF SILICON VALLEY CLEAN WATER'S OWNER CONTROLLED INSURANCE PROGRAM (OCIP)

Ms. Herrera began her presentation by sharing the Agency's pursuit to find the best insurance option for the Design-Build Gravity Pipeline and Front of Plant projects. SVCW reached out to various brokers and insurance companies and determined the Owner Controlled Insurance Program (OCIP) is the best option for risk management as well as providing financial benefit to the Agency. Ms. Herrera provided SVCW's history with OCIP beginning back in 2010 and explained that overall the original OCIP was a good experience with lessons learned. A main lesson is that there are certain types of projects that are more conducive to OCIP than others and the administrative expertise of a broker is required to continually assess the coverage required.

Motion/Second: Mr. Grassilli / Mr. Otte

Move adoption of RESOLUTION CERTIFYING DETERMINATIONS IN SUPPORT OF AN OWNER CONTROLLED INSURANCE PROGRAM (OCIP) FOR THE SILICON VALLEY CLEAN WATER GRAVITY PIPELINE AND FRONT OF THE PLANT CAPITAL IMPROVEMENT PROGRAM PROJECTS AND APPROVING AN AGREEMENT WITH WELLS FARGO INSURANCE SERVICES, INC. AS ADMINISTRATOR OF THE OCIP FOR THE PROGRAM (UP TO \$575,000) – WELLS FARGO INSURANCE SERVICES, INC.

The Resolution carried by Unanimous Roll Call Vote.

ITEM 9

CLOSED SESSION

The Closed Session item was postponed and continued to the next Commission Meeting.

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION ((Government Code §54957)
Title: Manager

ITEM 10
ADJOURN

There being no further business, the meeting adjourned at 4:24 p.m.



Robert Grassilli, Secretary

By: Daniel T. Child, Manager